

SENIOR LIBRARIAN

Job Number: E31NN-19

SALARY: \$2,717.76 - \$3,697.44 Biweekly

OPENING DATE: 07/05/19

CLOSING DATE: 07/19/19 04:30 PM

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day beginning on July 5, 2019 through 4:30 p.m., July 19, 2019.

EXAMPLES OF DUTIES:

Under direction, plans, assigns, supervises, and evaluates work of professional and non-professional library staff; trains and develops staff members; participates in the development and implementation of library programs and services; assists in the implementation of library goals and objectives; assists in developing and monitoring budgets; recommends and implements library policies and procedures; prepares regular and special statistical and narrative reports; develops and maintains the library collection for relevancy and currency; represents the City and Library system at professional meetings; responds to inquiries and complaints regarding library services; participates in outreach to the community, community organizations, and schools; advises and assists library patrons in making effective use of information and sources; demonstrates the use of public access computers and other reference tools; researches and responds to reference questions, or refers questions as appropriate; develops and maintains the integrated library system; schedules and provides library tours; reviews and evaluates new publications and materials; prepares and designs books displays, posters, and other library displays to engage reader and community interest; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates must meet both Options A and B:

A. Master's Degree in Library Science, Information Science, or a related degree accredited by the American Library Association (proof required*).

AND

B. Three years of increasingly responsible full-time, paid professional librarian experience, including one year of supervision or lead responsibility for professional or technical staff in a

library.

***Required documents, such as transcripts, degrees, and/or certificates must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

Additional Requirements to File:

- A working knowledge of management principles and techniques, including budgeting, employee supervision, communication, and team building.
- Willingness to work shift assignments in different locations and work evenings and weekends.
- A valid motor vehicle operator's license and current DMV driving record must be submitted to the hiring department at the time of selection.

Ability to:

- Supervise in a changing library environment.
- Effectively relate to a multicultural and multiethnic population.
- Effectively utilize computers, Internet, databases, Windows, MS Office and library software.

DESIRABLE QUALIFICATIONS:

Experience with collection development and maintenance, cataloging, acquisitions, contract management, library automation, youth services, technical services, educational programs, archives and special collections, and community outreach; and bilingual (ability to speak) in Spanish, Khmer, or Tagalog.

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This selection procedure will be conducting using a non-competitive process. Applications will be evaluated based on training, experience, education, certificates and/or licenses. There is no examination.

The resulting eligible list will remain in effect for six months, but may be extended. All applicants meeting the Requirements to File will be placed on the eligible list, Applicants receiving Veteran's Credit will be placed on the eligible list first followed by the order in which applications were filed.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #E31NN-19
SENIOR LIBRARIAN
SW

Civil Service Department
333 W. Ocean Blvd., 7th FL
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

SENIOR LIBRARIAN Supplemental Questionnaire

- * 1. **INSTRUCTIONS** The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please indicate so. Resumes will not be considered as part of the Civil Service application process, and may not be substituted in lieu of the completed application or supplemental applications. Therefore, "See Resume" is not an acceptable response to any of the Supplemental Questions. Do you understand the above information?
☐ Yes
☐ No
- * 2. **REQUIREMENTS TO FILE:** Do you possess a Master's Degree in Library Science, Information Science, or a related degree accredited by the American Library Association (proof required*)?
☐ Yes
☐ No
- * 3. **REQUIREMENTS TO FILE:** Do you possess three years of increasingly responsible full-time, paid professional librarian experience?
☐ Yes
☐ No
- * 4. **EXPERIENCE** Describe your full-time, paid professional experience performing increasingly responsible librarian work below. To receive credit for the required experience, include the following information when describing your experience. 1) Employer Name; 2) Your Title; 3) Dates of employment from hire date to end date; 4) total average hours per week that you worked; 5) Duties of the position; and 6) Whether your position was paid. If this does not apply to you, type "N/A".
- * 5. **REQUIREMENTS TO FILE:** Do you possess at least one year of experience in a supervisory or lead capacity for professional or technical staff in a library?
☐ Yes
☐ No
- * 6. Indicate below whether you supervised or served as a lead for professional or technical staff.
☐ Professional
☐ Technical
☐ Professional and Technical
☐ Neither

- * 7. **EXPERIENCE** Describe your experience serving in a supervisory or lead capacity for professional or technical staff in a library below. To receive credit for the required experience, include the following information when describing your experience. 1) Employer Name; 2) Your Title; 3) Dates of employment from hire date to end date; 4) total average hours per week that you worked; 5) Duties of the position; and 6) Whether your position was paid. If this does not apply to you, type "N/A".

- * 8. **ADDITIONAL REQUIREMENTS TO FILE** Do you possess the following additional requirements to file? -Ability to supervise in a changing library environment. -Ability to effectively relate to a multicultural and multiethnic population. -Ability to effectively utilize computers, Internet, databases, Windows, MS Office and library software. -A working knowledge of management principles and techniques, including budgeting, employee supervision, communication, and team building -Willingness to work shift assignments in different locations and work evenings and weekends.
 - ☐ Yes
 - ☐ No

- * 9. Please describe your experience with **personnel issues**. If you do not possess this experience, please type N/A.

- * 10. Please describe your experience with **committee work**. If you do not possess this experience, please type N/A.

- * 11. Please describe your experience with **project planning**. If you do not possess this experience, please type N/A.

- * 12. Please describe your experience with **training**. If you do not possess this experience, please type N/A.

- * 13. Please describe your experience with **budgets**. If you do not possess this experience, please type N/A.

- * 14. **ADDITIONAL REQUIREMENTS TO FILE:** A valid motor vehicle operator's license and current DMV driving record must be submitted to the hiring department at the time of selection.
 - ☐ I understand the above information.

- * 15. **DESIRABLE QUALIFICATIONS** Indicate whether you possess any desirable qualifications below. Note that selecting "None of the above" will not impact your ability to meet the Requirements to File.
 - ☐ Collection development and maintenance
 - ☐ Cataloging
 - ☐ Acquisitions
 - ☐ Contract Management
 - ☐ Library Automation
 - ☐ Youth Services
 - ☐ Technical Services
 - ☐ Educational Programs
 - ☐ Archives and Special Collections

- ☐ Community Outreach
- ☐ None of the above

- * 16. Describe your experience in each of the areas you specified above.
- * 17. If you are interested in a position in **Adult Services**, please describe your Adult Services experience including, but not limited to, reference, programs, grant writing, collection development, historical collections, government documents and special services, including outreach and services to the disabled. Also include information on providing programs and services that are technology-based and the technology used. If not interested, please type N/A.
- * 18. If you are interested in a position in **Youth Services**, please describe your experience with children's and teen services including, but not limited to, reference, programs, grant writing, centralized collection development, technology-based programming and outreach. If not interested, please type N/A.
- * 19. Indicate whether you possess bilingual skills in any of the languages below.
 - ☐ Spanish
 - ☐ Khmer
 - ☐ Tagalog
 - ☐ None of the above
- * 20. **GENERAL QUESTIONS** Are you claiming Veteran's Preference? If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.
 - ☐ Yes
 - ☐ No
- * 21. **PROOF OF REQUIRED DOCUMENTS:** I understand that proof of required documents must be submitted as attachments at the time of filing online. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete. Proofs may include the following below: -College transcripts or degree -DD 214 Member 4 Form or other appropriate documentation, if claiming Veteran's Preference
 - ☐ Yes
 - ☐ No
- * 22. **EDUCATIONAL EQUIVALENCY:** Please note that applicants who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing. For information on evaluation services, click the link below: [Education Evaluation Services](#) Do you understand the information stated above?
 - ☐ Yes
 - ☐ No
- * 23. **CERTIFICATION STATEMENT:** I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment at any time during the course of employment. Do you understand the information above?
 - ☐ Yes
- * Required Question